

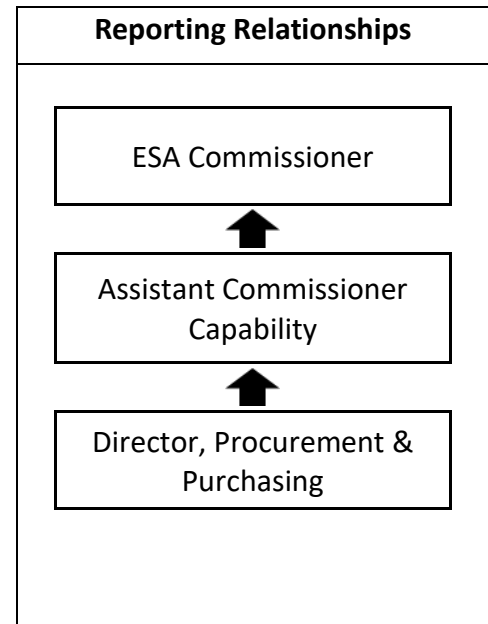


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Emergency Services Agency
Branch	Capabaility
Position Number	P67994
Position Title	Director, ICT Procurement & Purchasing
Classification	Senior Officer Grade B (SOB)
Location	Fairbairn
Last Reviewed	June 2026



The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. ACTESA's four operational services are the ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and ACT State Emergency Service.

ESA undertakes to:

- provide emergency services 24 hours per day every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ACTESA Website <http://www.esa.act.gov.au>.

BRANCH OVERVIEW

The Capability Business Unit is responsible for providing enabling functions across the ESA in support of the operational services and to facilitate logistical support where an Incident Management Team (IMT) is established. The sections of this branch include:

- Fleet and Sustainability;
- Workshops;
- Facilities, Assets and Equipment;
- Logistics and Incident Support;
- Communications Centre Management; and

- Embedded ICT

POSITION OVERVIEW

The Director, Procurement & Purchasing will work closely with the projects team to support the delivery of the Sustainable ICT for ESA project encompassing the Computer-Aided Dispatch (CAD), Mobile Data System (MDS), Direct Turnout System (DTS) and Territory Radio Network (TRN).

The Director, Procurement & Purchasing will ensure the timely, cost-efficient procurement and supply of goods and services while ensuring compliance under the *Government Procurement Act 2001* (ACT), *Government Procurement Regulations 2007* (ACT) and relevant policies and procedures.

The Director, Procurement & Purchasing will also be responsible for procurement related research and analysis, the execution of procurement strategies and ongoing contract and performance management.

The Director, Procurement and Purchasing will have exceptional relationship building and people skills with experience in leading ICT procurement, purchasing functions and delivery of contracts.

As part of the team, the position may also perform activities in support of emergency operations.

WHAT YOU WILL DO

Under the broad direction of the Senior Director, Emergency Communications and System Assurance; the Director, Procurement & Purchasing will:

1. Ensure best practise procurement principles are applied to deliver effective procurement outcomes.
2. Work collaboratively with stakeholders across ACT Government, and industry to ensure optimal outcomes through establishing and maintaining effective partnerships.
3. Ensure timely, efficient procurement, supply and purchasing of goods and services relevant to core functions.
4. Ensure compliance with legislative requirements, ACT Government policy frameworks for project, procurement and contract management.
5. Undertake research and analysis related to procurement, contract strategy and execution, providing expert advice to inform business cases, procurement activities and contract management.
6. Provide high quality and timely reporting, briefs and advice to senior management, executives and business units.
7. Provide oversight and management of contract administration, working closely with operational contract managers to monitor contract performance to achieve business outcomes.
8. Maintenance of administrative records in accordance with the *Government Procurement Act 2001* (GP Act), *Financial Management Act 1996* (FMA) and the *Territory Records Act 2002* (TR Act).
9. Undertake other duties appropriate to this level of classification which contribute to the operation of the section and organisation.
10. This position *does* involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in the leadership, management and facilitation of significant and complex procurements and contracts, including the proven ability to deliver procurement outcomes within budget, scope and time.
2. Demonstrated experience in the interpretation and application of legislation, regulations, corporate objectives and governance frameworks to undertake procurement.
3. High level analysis skills including the ability to report on and present findings to an Executive audience.

Behavioural Capabilities

1. Demonstrated experience working autonomously to deliver high quality outputs and results in a high-pressure environment.
2. Demonstrated interpersonal skills including the ability to work collaboratively with internal and external stakeholders to effectively negotiate and reach agreed outcomes.
3. Demonstrated superior written and oral communication skills, with the ability to represent the branch in high level committees and with stakeholder negotiations.

Compliance Requirements/Qualifications

1. Certificate IV or Diploma Procurement and Contract Management is highly desirable.
2. A 'C' Class Driver's licence is essential.
3. This position does not require a Working with Vulnerable People Check.
4. Background / Security clearance checks will be conducted.
5. This position does not require a pre-employment medical.
6. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
7. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Procurement & Purchasing (P67994) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never

Exposure to potentially distressing case material	Never
---	-------

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never